

## TOP 10 REASONS TO USE **MY RESUME** TO CREATE AND SUBMIT YOUR RESUME

1. **Fast processing of Resumes:** When you click on the "Submit" button your resume and Additional Data Sheet (ADS) is sent to the Human Resource Service Center (HRSC) that posted the announcement within minutes and normally will be processed in one to two business days. Resumes sent via U.S. mail may take seven to ten business days to process.
2. **Proper formatting:** **My Resume** will properly format your resume and ADS information. This means no rejection letters because of missing or incomplete information.
3. **It's saved:** You can store your resume on-line and retrieve it later to make changes or use it to submit for another job.
4. **Most current Additional Data Sheet:** You never have to worry about having the most current ADS information because the ADS questions are included in **My Resume**.
5. **No data input errors:** Operator data input errors will not occur as **My Resume** automatically "flows" your resume and ADS answers into our Resume database.
6. **Courtesy copy:** If you include your e-mail address at the appropriate prompt, **My Resume** will send you a copy of your resume and ADS for your files.
7. **Immediate confirmation:** You receive an immediate confirmation of resume and ADS transmission and receipt.
8. **Flexibility:** Once you have created your own password under **My Account**, you may use that account to submit resumes for positions serviced by one, several, or all of Department of the Navy's HRSCs.
9. **Security:** **My Resume** has a password-protected log-in process to guard your stored information and has secured encryption to protect your sensitive Resume information during transmission.
10. **Check Resume Status:** If you currently work for the federal government, are a veteran or meet one of the other [Common Hiring Categories](#), and you applied to an announcement that included these hiring categories, then you can track the progress of your resume on-line once you submit it. With **My Status**, you can check the status of your resume to see if you are being actively considered for a position and extend your resume. Forgotten which HRSC you've applied to? With **My Job Interests**, you can view where you have submitted a resume, when that resume was received, and which jobs you have applied to.